

2525.11 **Bonuses**

The South Carolina Forestry Commission may award bonuses to recognize employee accomplishments and contributions. Bonuses do not become a part of an employee's base pay.

A. Amount/Frequency of Bonuses and Source of Funds:

- a) Bonuses cannot exceed \$3,000 per employee.
- b) An employee may receive more than one bonus in a fiscal year; however, the total amount of the bonuses received for the fiscal year may not exceed \$3,000.
- c) State, federal, and other sources of revenue may be used to award bonuses.
- d) Federal funds for bonuses must show that the use of these funds is in compliance with federal law.

B. Approval Authority

The State Forester is the final authority for approving employee bonuses.

C. Eligibility

- a) All permanent and probationary employees in full-time equivalent positions are eligible to receive a bonus under these provisions.
- b) The State Forester is not eligible to receive bonuses.
- c) Employees earning \$100,000 or more are not eligible to receive bonuses.
- d) Temporary grant and time-limited project employees are eligible to receive bonuses within the Appropriations Act guidelines for employee bonuses. The bonuses must be funded by the grant or time-limited project.

D. Approval Criteria

The rationale for a bonus must be based on at least one of the following:

- a) Contributions to increased organizational productivity,
- b) Development and/or implementation of improved work processes,
- c) Exceptional customer service,
- d) Realized cost savings, or
- e) Other specific contributions to the success of the organization.

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